



City
of
Milwaukee

EMPLOYMENT APPLICATION
For
POLICE AIDE

Dept. of Employee Relations
Room 706, City Hall
200 E. Wells St.
Milwaukee, WI 53202-3554
(414) 286-3751
TDD (414) 286-2960
www.milwaukee.gov/jobs

Name (Last, First, Middle Initial) _____

Address _____

City, State, Zip Code _____

Day phone: (____) _____ - _____ Evening phone: (____) _____ - _____

Cell Phone: (____) _____ - _____ Email Address: _____

City of Milwaukee residency is required within six months of hire and throughout employment. Are you currently a City of Milwaukee resident? ☐ Yes ☐ No

If yes, when did you become a resident? (month/year) _____

You must be at least 17 years of age at the time of application, and you may not be more than 19 years old at time of appointment. Individuals born after February 27, 1992 or before August 10, 1989 do not qualify. Are you at least 17 years old but not more than 19 years old? ☐ Yes ☐ No

Date of birth: _____

You must be legally authorized to work for any employer in the United States. United States citizenship is not required for the position of Police Aide, but steps must be taken to obtain U.S. citizenship. All non-citizen applicants must have resided in the United States for a period of not less than five years immediately prior to date of application, and should request information regarding Fire and Police Commission rules and citizenship requirements at time of application.

Are you a United States citizen? ☐ Yes ☐ No

If you checked "no", you must be legally authorized to work for any employer in the United States, and you must request and complete an additional application before submitting this application. Call 414-286-5071 for more information.

You must have graduated from high school by August 10, 2009, and have obtained a cumulative high school Grade Point Average (GPA) of at least 2.0. If you do not meet the minimum cumulative GPA, your application may be rejected.

Do you have a high school diploma? ☐ Yes ☐ No

Please indicate the date you received, or will receive your High School diploma. _____

You must have a valid State of Wisconsin driver's license within one (1) year of date of hire, and that license must remain valid throughout employment. Do you currently have a valid State of Wisconsin driver's license? ☐ Yes ☐ No

If yes, what is your driver's license number? _____

Have you ever failed a Milwaukee Police Department background investigation? ☐ Yes ☐ No

If yes, when? _____

If you have failed a City of Milwaukee Police Department background investigation within the last two (2) years, your application will be rejected.

Have you ever been employed by the Milwaukee Police or Fire Department? ☐ Yes ☐ No

If yes, please list department and dates of employment. _____

If you are currently or were previously an employee of the Milwaukee Police or Fire Department, please select the appropriate choice from the list.

- ☐ Still Employed
- ☐ Resigned
- ☐ Resigned with charges pending
- ☐ Resigned in lieu of discharge
- ☐ Terminated/discharged

If you were terminated or discharged by either department or resigned from either department, with charges pending, you must wait two (2) years to apply. If you were terminated or discharged by either department or resigned from either department with charges pending more than two (2) years ago, you may apply on a provisional basis, and the Fire and Police Commission will determine whether or not to accept your application based upon a request and recommendation of the respective Chief.

The following questions will help to determine your eligibility for employment as a Police Aide. You must respond to every question. If your response is "yes", you do not qualify for this position, and your application will be rejected.

	Yes	No
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a misdemeanor crime of domestic violence?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had two or more convictions for driving while under the influence, or for reckless driving, including at least one conviction in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Has your driver's license been suspended or revoked for moving violations two or more times in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been <u>dishonorably</u> discharged from any branch of the United States Military Service?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used, possessed, sold, furnished or manufactured any illegal drug or controlled substance, including marijuana, within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>

TESTING ACCOMMODATIONS

In accordance with State and Federal laws, the City of Milwaukee is committed to ensure non-discrimination in employment of qualified individuals with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The following information will be treated confidentially and used only to provide testing accommodations. Requests for testing accommodations must be made prior to the test administration so that arrangements can be made.

Will you require any special accommodations during the examination process? ☐ Yes ☐ No

If yes, what kind of accommodations will you need? (Example: A Signer, A Reader, Extra time, etc.)

In accordance with the Immigration Reform and Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

The City requires pre-employment drug testing.

THE CITY OF MILWAUKEE IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES AND ENCOURAGES DIVERSITY.

Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during nonworking hours.

Completion of this form is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

Name: _____
LAST
FIRST
MIDDLE

Position Applied for: POLICE AIDE

Social Security No.: _____

The provision of your social security number is not mandatory. It will be used for applicant tracking purposes.

Recruiting information: How did you **FIRST** hear about this job opening? *(please check only one)*

- ☐ A. Milwaukee Journal Sentinel
- ☐ B. Other Newspaper (please specify) _____
- ☐ C. City Hall Posting
- ☐ D. Library Posting
- ☐ E. Community Agency Posting (please specify) _____
- ☐ F. College or University Posting (please specify) _____
- ☐ G. From a City Employee
- ☐ H. From Someone who is NOT a City Employee
- ☐ I. Job Hotline Number (414-286-5555)
- ☐ J. Received Job Interest Postcard in mail
- ☐ K. Job Fair/Career Talk (please specify) _____
- ☐ L. TV (please specify station) _____
- ☐ M. Radio (please specify station) _____
- ☐ N. **www.milwaukee.gov/jobs**
- ☐ O. Other internet site (please specify) _____
- ☐ P. OTHER (please specify) _____

Sex (please check one): MALE _____ FEMALE _____

Race (please check one):

- ☐ Black/African American (not of Hispanic origin)
- ☐ Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
- ☐ White/Caucasian/European/North African/Middle Eastern (not of Hispanic origin)
- ☐ Native American Indian/Alaskan Native
- ☐ Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)

List any languages, other than English, which you speak **FLUENTLY**: _____

BY SIGNING BELOW, I CERTIFY THAT:

1. The answers to questions on this application are accurate, true, and complete and that I have made no willful misrepresentations, omissions, or falsifications.
2. I understand that if I give false information or omit material information on this application or at any time during the selection process, I will be immediately rejected and disqualified from the selection process and/or removed from employment with the City of Milwaukee.
3. I waive and release any claim I might have for any injury occurring while participating in any portion of the examination process.
4. I know that residency in the City of Milwaukee is required within six months of hire and must be maintained throughout employment.

Signature: _____

Date: _____

DO NOT COMPLETE THIS SECTION:
Reviewed by:
Comments: